

A Guide to Your November Readiness Assessment

As the state prepares to implement the new Human Resource Management System, agency activities should focus on: adjusting your internal **business processes**, preparing your **end users** for implementation, and installing the required **technology** platform.

These three core categories are divided into nine Readiness Areas:

Business Processes	End Users	Technology
<ul style="list-style-type: none">• Business Processes• Reporting• User Procedures• Post-Implementation Support	<ul style="list-style-type: none">• Roles• Training	<ul style="list-style-type: none">• Interfaces and Agency Systems• Data Conversion• Technology and Equipment

Your agency will be ready for the new system when activities in each Readiness Area are complete.

November Evaluation Criteria

Each Readiness Area has a set of criteria to assess where your agency is in its preparation activities. The following provides the evaluation criteria used to determine red, yellow, or green for each Readiness Area. (Not all Readiness Areas are evaluated each month.) Once those scores are determined, they are then averaged together within the appropriate core category (business process, end users or technology) for the final assessment.

The Readiness Assessment provides a monthly evaluation of each agency's progress. This tool will help you answer the basic question "What does my agency need to do in order to be ready?"

Category: Business Process

Readiness Area – Business Process

Activities:

1. Establish a Business Process Design Team
2. Define an approach to the design, documentation, communication, and deployment of agency business processes.
3. Create an inventory of the agency business processes.

Assessment Criteria:

Group 0 agencies will be "red" if any one of these three is "No".

Group 1 agencies will be "green" if **all** of these are complete ("yes"); "yellow" if two are complete, and "red" if one or none are complete.

Group 2 agencies will be "green" if any **two** of these are complete ("yes"); "yellow" if one is complete, and "red" if none are complete.

Readiness Area – Reporting

Activities:

Your business process design approach should include an Agency Report Specifications and Inventory.

Assessment Criteria:

Regardless of group, agencies will be "green" if the response is "yes," and "red" if "no".

Category: End Users

Readiness Area - Role Mapping

Activity:

Complete Role Mapping Matrix

Assessment Criteria:

Agencies will be "green" if the Role Mapping Matrix was completed by November 18, 2005. If not completed, agencies will be "red."

Category: Technology

Readiness Area - Interface Testing

Activities:

1. Agencies testing high-priority interfaces should have completed testing for all interfaces (except for three where the Project has delayed testing).
2. Agencies also are responsible for testing any remaining interfaces.

Assessment Criteria:

1. Agencies not involved in high-priority interface testing will default to green.
Agencies testing high-priority interfaces will be "green" if testing is complete **and** any questions or defects have been reported; "yellow" if agencies have completed testing **but** not yet reported; "red" if testing has not been completed.
2. Agencies will be "green" if a testing approach has been developed for each interface or "red" if it has not developed a testing approach for each interface.
Agencies will be "green" if internal testing of all interfaces has been completed; "yellow" if testing is in progress; and "red" if internal testing of all interfaces has not started.

Readiness Area – Data Conversion

In November, all agencies reported completing data clean up identified in the September 16 exception reports.

Readiness Area – Technology & Equipment

Activity:

1. Agencies must install and test required technology and equipment. Agency readiness is evaluated based on data compiled through the testing process.
2. Most agencies must install SAP software on agency computers. Some agencies may use the Web to access HRMS and do not need to install any software.

Assessment Criteria:

1. **Group 0 and 1** agencies will be "green" if testing and certification is complete by November 18, 2005, and "red" if not.
Group 2 agencies will be "green" if testing and certification is either complete or scheduled by November 30, 2005 and "red" if testing is not scheduled. Group 2 agencies will be "red" if testing is not complete by December 31, 2005.
2. Your agency will be "green" if it has prepared 100% of agency end-user workstations; "yellow" if it has prepared at least 50% of workstations; "red" if it has prepared less than 50% of workstations.